

VIHANGA DHARMAPRIYA

Undergraduate – BA (Hons) Management and Leadership

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PROFESSIONAL SUMMARY

Motivated and detail oriented Human Resources professional with hands on internship experience across talent acquisition, HR administration, employee relations, learning & development, and performance management within the hospitality industry. Strong academic foundation in business management, complemented by practical exposure to recruitment, onboarding, HR documentation, and employee engagement. Skilled in communication, organization, and problem-solving, with the ability to adapt quickly to dynamic, fast paced work environments. Eager to bring a proactive, people-focused approach to an HR role and contribute effectively to organizational success.

WORK EXPERIENCE

Human Resources Intern

Mount Lavinia Hotel, Sri Lanka | December, 2025 – June, 2026

- Assisted the Human Resources department with end-to-end recruitment activities, including job postings, CV screening, scheduling interviews, and coordinating candidate communication.
- Supported the employee onboarding process by preparing induction materials, organizing orientation sessions, and maintaining new-hire documentation in line with hotel policy.
- Maintained and updated employee records and HR databases, ensuring accuracy and confidentiality of personnel files in compliance with company standards.
- Assisted in coordinating training and development programs for hotel staff, tracking attendance and gathering feedback for continuous improvement.
- Supported payroll related administrative tasks, including attendance verification and leave record management.
- Contributed to employee engagement initiatives and internal communications, helping foster a positive workplace culture.
- Liaised with department heads to address staffing requirements and ensured smooth coordination between HR and operational teams.
- Gained practical exposure to HR best practices within a fast-paced, guest-focused hospitality environment, strengthening organizational, communication, and problem-solving skills.

SKILLS

- Human Resource Management
- Recruitment & Onboarding Support
- Employee Records Management
- Business Planning
- MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Decision-Making
- Team Collaboration & Leadership
- Effective Communication
- Time Management
- Performance Management

EDUCATION

Higher National Diploma in Business Management | 2024 – 2025

NIBM School of Business, Colombo 08, Sri Lanka

Advanced Diploma in Business Management | 2023 – 2024

NIBM School of Business, Colombo 08, Sri Lanka

G.C.E. Advanced Level Examination | 2022

Mahanama College, Colombo 03, Sri Lanka

G.C.E. Ordinary Level Examination | 2018

Mahanama College, Colombo 03, Sri Lanka

CERTIFICATIONS

Advanced Certificate in Human Resource Management (ACHRM) | 2022 – 2023

Chartered Institute of Personnel Management (CIPM SL), Colombo, Sri Lanka

Certificate of Food and Beverage Services | 2023

Sri Lanka Institute of Tourism & Hotel Management, Colombo, Sri Lanka

Col Skill Plus 3 – Session 2 | 2022

British Council – Sri Lanka, Colombo, Sri Lanka

Certificate of Prathma Music Exam | 2017

Bhathkhande Sangit Vidyapith, Lucknow, India

EXTRACURRICULAR ACTIVITIES

Member, Eastern Music Orchestra | Mahanama College, Colombo 03, Sri Lanka | 2014 – 2017

- Participated in school events, competitions, and cultural programs, enhancing teamwork, discipline, and performance skills.

LANGUAGES

English, Sinhala

REFERENCES

Ms. U.L.B.N. Silva (Attorney-at-Law)

Consultant/Lecturer, School of Business, National Institute of Business Management, Colombo 08

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Dr. Kaushalya Wijayasekara

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